



**HUMAN RESOURCES  
& DEVELOPMENT**  
TULARE COUNTY

## Administrative Services Officer II

Class Code:  
000720

Bargaining Unit: Mid-Management

COUNTY OF TULARE  
Revision Date: Sep 12, 2008

### SALARY RANGE

\$28.81 - \$35.11 Hourly  
\$2,304.54 - \$2,808.54 Biweekly  
\$4,993.17 - \$6,085.17 Monthly  
\$59,918.00 - \$73,022.00 Annually

### DEFINITION:

To plan, organize and direct the fiscal administrative services for a large County department having several subdivisions with extensive and complex fiscal and business operations.

### DISTINGUISHING CHARACTERISTICS

This class is the second level of the Administrative Services Officer class series and is responsible for a wide variety of administrative, business and fiscal activities in complex large departments with subdivisions, and may serve as supervisor to an Administrative Services Officer I.

### SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a department head or other higher level management position.

Responsibilities include the direct and indirect supervision of a support staff which may include an Administrative Services Officer I.

### TYPICAL DUTIES:

DUTIES Formulate departmental policy in administrative services and business management; plan, organize, assign, review, and direct fiscal administrative services; confer with the department head on major fiscal related administrative service problems; review and act on or recommend solutions for various management problems in directing fiscal, office service and general business activities; direct and monitor the budgetary and fiscal control programs; prepare the department budget; provide overall direction for office service units and activities; develop and improve programs for the effective utilization of office space, forms, supplies, equipment and other property; make time and cost studies of unit operations and make or recommend changes to effect more efficient operation of units or programs; prepare and revise rules and fiscal procedure manuals; direct and make administrative studies of organization and administrative procedures; supervise, train, and instruct staff in a variety of areas, and prepare performance evaluations; supervise the keeping of property records; pass upon or recommend the purchase of major items of new property or repair of existing property; review major programs for compliance with fiscal contract regulations; make or recommend changes in systems and procedures to maintain compliance with regulations and to improve delivery of service; confer with other counties, County departments, and State agencies and staff on a variety of administrative service issues; attend a variety of meetings, including the Board of Supervisor's hearings, and make presentations regarding budget and other matters; conduct special administrative and feasibility studies; prepare reports and a variety of correspondence; review current and new legislation and recommend appropriate procedural/policy improvements and changes.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### EMPLOYMENT STANDARDS:

#### Knowledge of:

Principals of management and analysis and organizational design necessary to analyze and recommend change; principles of public and business administration; governmental functions, organization and accounting; principles and methods of supervision; fiscal and personnel management; public funding, budgetary preparation and control; current office methods, systems, procedures, forms and equipment; methods and procedures in analyzing problems and developing alternatives and solutions.

Skill/Ability to: Conduct complex administrative and financial studies; plan, assign and supervise the work of others; analyze, monitor, plan, prepare and present a complex budget; analyze data, regulations, procedures and requirements and develop alternative solutions to a variety of administrative problems; develop and achieve program goals; establish priorities, and assign and supervise work to ensure timely completion of critical projects and work; Revise, develop and install methods and procedures; work independently, and organize and prioritize work; read, comprehend, interpret and explain complex legal and technical documents, reports, rules, regulations and legislation; establish and maintain effective working relationships with

<p>a wide variety of individuals, groups and organizations; be flexible to changes in workload and work situations; communicate effectively with a wide variety of people of various educational and socioeconomic backgrounds, in various program areas; plan, prepare and effectively present material to groups; give and follow oral and written instructions; write clear and concise studies, reports and fiscal information using correct grammar.</p> <p><u>EDUCATION AND EXPERIENCE</u></p> <p>Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:</p> <p><u>Education:</u> Graduation from college with major coursework in Accounting, Public or Business Administration.</p> <p><u>Experience:</u> Three years of experience in complex fiscal administration that includes accounting responsibilities, program and systems implementation and monitoring, and including at least one year in a supervisory capacity.</p>
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